



The Rogers Public Library Commission met in a regular session in the Glotzbecker Conference Room at the Rogers Public Library, Tuesday, July 21, 2020.

MEMBERS PRESENT:

Richard Bland, Steve Hardin, Giuliana Tartarini-Fields, Judy Tobler, & Brice Wagner.

STAFF:

Judy Casey, Library Director
Hannah Norris Milligan, Assistant Director
Jennifer Moore, COR Records Administrator

FRIENDS REPRESENTATIVE:

None present

FOUNDATION REPRESENTATIVE:

None present

CITY COUNCIL REPRESENTATIVE:

None present

PRESS:

None present

CALL TO ORDER:

The meeting was called to order at 6:30 pm via Zoom. Actual begin time closer to 7:45pm.

PUBLIC FORUM:

None present.

SECRETARY'S REPORT

Motion by Judy Tobler: The minutes of the last meeting, May 19, 2020, are to be approved as submitted. [Did not meet in June.]

Second by Richard Bland.

Approved unanimously. Minutes adopted.

DISCLAIMER STATEMENT

Read by Judy Casey.

ROGERS PUBLIC LIBRARY FOUNDATION

Judy Casey reported:

- Meeting next week via Zoom.

FRIENDS OF THE ROGERS PUBLIC LIBRARY

Judy Casey reported:

- Meeting next Wednesday.

FINANCIAL REPORT

Judy Casey reported:

- Revenues
 - Property Tax looks very good.
 - Limited Print & Copy income; however we are now collecting some print/copy fees as some people are now coming into the building.
 - We've been extending Non-Resident fees for now because not everyone can come into the building.
 - State Aid did receive a small cut. Their fiscal year started July 1.
- Judy Casey has started working on the FY 2021 Budget and are trying to take these things (see directly above) in consideration.
- Salaries & Wages
 - Filled the part-time Custodian position.
 - Lost a part-time Circulation (20-HR/WK). She graduated and obtained a job in her field of study.
 - Open positions: 4 part-time and 1 full-time that will not be filled at this time.
- Natural Gas. Judy Casey is still working with City Finance Director on the \$1,300 bill for this month. We are not using that much gas with our hot water (boiler HVAC) system. It's been this way for over 2 years. We've been working with the gas company and the City.
- COVID-19 Expenses. We're putting items purchased in their natural categories for payment and coding them COVID. The City will be trying to obtain reimbursement for some of our money for these items.
- SRC (Summer Reading Club). The Friends of RPL pay for this program. We've been able to get better pricing from some of the performers since their programs are now virtual versus live performances. One performer came here to tape his performance and gave it to us free since we allowed him to use our building. We still have some prizes to pick-up.

DEPARTMENTAL REPORTS

- SRC (Summer Reading Club). People have signed up, but not as many as usual. People are being cautious. Many kids would sign up when they came in for programs. If you'll notice on the Children's report, some of the virtual events have had over 1,000 participants.
 - Young Adult Librarian Evan Day has been doing a bit of programming online.
 - We're trying to do informational virtual programs for adults.
- Reports look a little different because we're still trying to figure out the best way to record the virtual programs and reformatting that data to fit our templates. For example, if Children's has a virtual program for a craft it is two separate videos or "programs" virtually, but in person we would count it as one program. We have some direction from the State Library regarding

statistics, such as they recognize virtual programming as programming. She discussed Facebook Live and YouTube statistics.

- o Giuliana Tartarini-Fields noted that the virtual programs seem to be increasing which is good.
- o Visits (p. 12) appear way down, but remember that we were closed this June 1st until partially opening to the public on June 15. This number is only for June 15-30.
- Limited Patron Hours & Curbside Pickup
 - o Today and yesterday Judy Casey worked the front door (i.e., letting patrons in the building and checking temperatures.) We've had about 15-25 people maximum in an hour. We have reservation slots for 30 people per hour, but we haven't reached that limit yet. People are only staying 15-30 minutes in the building unless they have a computer 1-hour reservation. We had a small line of people waiting to get in as they tend to show up at the beginning of their 1-hour slot. Therefore, we will keep the limits that we currently have.
 - o Only had to turn people down for a specific computer time slot due to staff cleaning between uses.
 - o Curbside is still more popular. Most patrons are making their reservations online. Times are listed on our website.
 - o We will do another Press Release about curbside and our open hours. Putting open hour slips in the curbside bags that people pickup. Trying additional ways to get the word out that we're open such as putting signs up in downtown businesses.
- Wearing Masks. Judy Tobler asked if patrons are required to wear masks in the building.
 - o Judy Casey explained that they do and so do staff. We take temperatures and ask the four questions. Our public restrooms and meeting rooms are closed to the public. The Friends of RPL did meet here since they are a supporter of us. They social distanced the 6' minimum. She reminded that it's a City mandate that everyone wear masks. If vendors come in the building for extended periods of time, they have their temperature and the four questions asked. Example of exclusion is UPS or FedEx deliveries as they are in and out quickly.
- Arkansas Democrat-Gazette. Steve Hardin asked about this newspaper going online only. [This is our local newspaper.]
 - o Assistant Director Hannah Milligan updated that if we used ADG's provided iPad to access the paper if lost or broken that we would have to pay to replace \$200-300. She and Library Director Judy Casey are looking at purchasing 2-3 licenses. ADG has offered them 5 licenses for a reasonable price. They are considering.
 - o Judy Casey explained that our patrons who come in usually are looking for photographs and without this version the online is text only – no photographs or ads. We are considering Sunday only from ADG and keeping NewsBank for the text only digital version. She wants to try something for a year to see. We have until next month to make our decision.
 - o Judy Tobler stated that when she personally called ADG for a subscription that the Sunday only option versus entire month of daily papers delivered was \$2.00 difference (\$34 & \$32 respectively for the month).
 - o Steve Hardin inquired if people still look at the Want Ads like historically.
 - o Judy Casey said some people do still look at the ads, but not nearly as many with all of the other online resource options.
 - o Hannah Milligan noted that she had a patron a few days ago wanted to go back and look at the weather, but NewsBank (archives) didn't have it.

DIRECTOR'S REPORT

Judy Casey reported:

- Staff Cubicals have been installed for a while now. We're pending a couple of base plates that were backordered.
- Sora App for education by OverDrive informational meeting held.
 - This app would allow students in RPS (Rogers Public Schools) to utilize the part of our digital collection that we choose to share rights to. It is by grade levels.
 - We will use our Advantage collection for this app (default option).
 - Grant requested from Friends for this app.
 - RBDigital has bought out OverDrive.
 - RBDigital magazines where in Zinio, a subdivision of RBDigital; and we recently added RBDigital Comic Books to our electronic collection. The RBDigital app is better than the OverDrive app was. Still pending additional information on the results of the buyout.
- Budget FY 2021. Department meetings with the Mayor will be September 17-25.
 - EBSCO Discovery took the place of Encore in Innovative Interfaces. We are probably going to move to a modified version in Atrium next year. Some financial savings. Discovery doesn't quite align with Atrium at this point in time, but we had to try it.
- Budget FY 2020 – RPL Foundation Items (Grant)
 - RPL Foundation is working on their annual Chef event for November.
 - Our wish list: updating our A/V system in our Community Room, a newer 3D printer, and an outdoor theatre.
- Returning Board Member Cindy Holmer. Cindy did not end up having to move from the area and is requesting the Mayor reappoint her to this Board in her former open position.

OLD BUSINESS

COVID-19 and Update by Judy Casey

- Remain Partial Open Hours. With COVID-19 numbers for the state continuing to rise, the Mayor has indicated that until the numbers start to go down that he's comfortable and would prefer that RPL keeping its current partial open hours by appointment only for safety and allows us time to clean between appointments.
- We have sneeze guards up at all of the customer service desks.
- Hand sanitizer is throughout the building for use.
- We have only one door to come in and another door to leave the building.
- We're tracking temperatures of everyone who comes in the building and keeping the logs for 30 days for contact tracing; after which we shred the documents.

NEW BUSINESS

Scholarship Application for Shelby Spears by Judy Casey

- This is for the Arkansas State Library scholarship. If you'll recall, Hannah and a few others have been recipients of this scholarship in the past.
- Shelby is one of our part-time employees in the Children's department.
- He obtained his undergraduate degree from Ouachita Baptist University.
- Shelby has completed his 12 credit hours in the Master of Library and Information Science program at the University of North Texas and is applying for the State scholarship.

- He needs approval from the Board of Trustees. Judy Casey recommends that the Board approve his request. She said that he's shown much growth during his time working here.
- If you approve his request to submit his application to the State Library, we will need to send a copy of this meeting's minutes. Also, Board President Steve Hardin will need to sign Shelby's application form.

Motion by Brice Wagner to approve this application.
Second by Judy Tobler.
Approved unanimously.

ADJOURNMENT

- Brice Wagner asked if the Board needs to meet next month.
- Judy Casey said that the Board does need to meet to approve the FY 2021 Budget.
- The Board agreed to meet by Zoom next month.

Motion by Brice Wagner to adjourn the meeting at 7:45p.m.
Second by Judy Tobler.
Agreed unanimously.


Prepared by Sami Espenschied

Date

8-7-2020


Approved

Date

8-19-20

